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# Guide to Siting Propane Fuelling Facilities in Ontario

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Ministry of Energy  
Honourable Philip Andrewes  
Minister



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ISBN 0-7743-8882-X  
2M/12-83/514

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Government  
Publications

GUIDE TO SITING PROPANE  
FUELLING FACILITIES  
IN ONTARIO


Prepared by  
The Ontario Ministry of Energy  
November, 1983



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Note: This guide contains a summary of the statutes and regulations governing the siting and operation of propane fuelling stations. Refer to the actual statutes for further information.



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## PURPOSE OF THIS GUIDE

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Propane has been used for many years as a fuel and is most familiar to Ontario residents for its utilization in cooking, space heating, and recreational settings. It has now come into its own as a motor vehicle fuel competitive with gasoline. Approximately 25,000 propane-powered vehicles, both cars and trucks, are now on the road in Ontario with 1,100 retail stations providing refuelling facilities. The Netherlands and other European countries have been using propane as a motor vehicle fuel since the 1950's.

As propane continues to grow in popularity, the network of retail propane fuelling stations will expand. The purpose of this guide is to provide an outline of the procedures a municipality should follow in responding to an application to establish a propane fuelling facility. The guide deals only with retail sales outlets providing fuel for motor vehicles. It does not deal with facilities established for private fleet use, nor for refuelling of tanks for uses other than motor vehicles which are subject to different requirements.

This guide sets out:

- . the responsibilities of all parties involved in establishing a retail propane fuelling facility, including installers, station owners, and various government agencies;
- . the legislation which governs the establishment and siting of a retail propane fuelling facility;
- . the procedure that every applicant must follow to establish a retail propane fuelling facility.





VERTICAL AND HORIZONTAL  
PROPANE FUELLING TANKS



## PROPERTIES OF PROPANE FUELLING FACILITIES

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Propane is a liquified petroleum gas which is either extracted from natural gas (80 percent of supply) or is produced as a by-product of petroleum refining (20 percent of supply). Propane is heavier than air and lighter than water. It can be compressed into liquid form, at a low pressure (162 kPa at  $-18^{\circ}\text{C}$ ) for convenient transportation and storage. Propane is converted to a gaseous fuel when pressure is reduced. Because propane is odourless in its natural state, an odourant (ethyl mercaptan) is added to the fuel at a level of one pound per 10,000 (U.S.) water gallons to ensure that it is readily detectable even at extremely low concentrations (1.0 percent propane to air). Propane is dispensed in a liquid form and is converted to a gas within the motor vehicle engine. Motor vehicles use only HD5 propane, which is 90 percent pure propane, the balance being propylene (maximum five percent), butane, heavier hydrocarbons, and inert gases.

Fuelling facilities for the retail sale of propane are usually established at existing service stations where other motor fuels are being sold. The facility itself generally consists of a tank, pump, meter, and dispensing hose. The common sizes of commercial tanks are 3,790 litres (1,000 (U.S.) water gallons) and 7,580 litres (2,000 (U.S.) water gallons). The tanks can be installed either horizontally or vertically (see photographs), depending on space available, and are made from heavy-gauge steel which has the ability to withstand significantly greater pressure than is required for liquid propane storage. Reinforced concrete or metal legs are required to support the tank and a barrier is needed to protect it from impact.



DIVISION  
OF REPONSIBILITIES

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Both provincial and municipal government agencies are involved in reviewing and approving any application to erect a propane fuelling facility, and several pieces of provincial legislation govern their establishment. Apart from the owner and installer of a facility, the two key agencies in the approval process are:

- . the Ontario Ministry of Consumer and Commercial Relations
- . the local municipality

Other agencies which become involved in the process include:

- . the Ontario Ministry of Transportation and Communications
- . the Ontario Ministry of the Environment
- . the Office of the Fire Marshal of the Ontario Ministry of the Solicitor General
- . the Ontario Ministry of Energy
- . the Canadian Gas Association

A brief description of the responsibilities and involvement of the above agencies are outlined in the following table.

A summary of the legislative requirements set out in the statutes and regulations and the responsibilities of each of the above agencies follows the table.

RESPONSIBILITIES FOR SITING RETAIL  
PROPANE FUELLING FACILITIES

<u>ORGANIZATION</u>	<u>INVOLVEMENT IN FACILITIES SITING</u>		<u>RESPONSIBILITIES</u>
	<u>DIRECT</u>	<u>INDIRECT</u>	
Ontario Ministry of Consumer and Commercial Relations	X		- Regulates safe siting of facilities and handling of propane.
Municipality	X		- Ensures a facility is located and sited in accordance with proper planning, building and fire department requirements.
Ontario Ministry of Transportation and Communications	X		- Controls setback of tanks and signs where retail propane fuelling facility is adjacent to a provincial highway.
Ontario Ministry of the Environment		X	- Protection of environment against odour and/or noise contaminants.
Office of the Fire Marshal		X	- Provide instruction to local fire department on propane-related fire suppression.
Ontario Ministry of Energy		X	- Facilitates use of propane as an alternative to conventional fuels.
Canadian Gas Association (B149 Committee)		X	- Develops voluntary set of minimum standards for siting and handling propane for adoption by provinces.

Ontario Ministry of Consumer and Commercial Relations

The Ontario Ministry of Consumer and Commercial Relations (MCCR) is empowered under the Energy Act R.S.O. 1980, to regulate the safety aspects of 'handling' various fuels including propane. 'Handling' covers all procedures from the point of delivery of propane to the point of utilization.

- . The Energy Act is implemented through regulations which deal with each fuel separately. Ontario Regulation 825/82, the "Propane Storage, Handling and Utilization Code", among other things, sets out requirements for the safe installation and operation of a propane fuelling facility. The Regulation adopts and refines the standards set by the Canadian Gas Association (see Page 9). This Regulation came into force on January 1, 1983.
- . The regulations are enforced by the Fuels Safety Branch of MCCR which reviews and approves all applications for the establishment of a propane fuelling facility. Fuels Safety Branch regulates only the on-site details of site planning where such a facility is permitted. Specifically, the Regulation requires the submission of site plans showing the location of the proposed tanks in relation to all other buildings within a specified radius. This is necessary to secure the safety of the tank location by minimizing the danger of fire or explosion.

The Fuels Safety Branch must approve the site plans and the proponent must satisfy any attached conditions before a licence will be granted for the operation of a propane fuelling facility. The Regulation also requires that the individual operating the propane fuelling pump obtain an operator's certificate from the MCCR. Inspections, annual reports and requirements for annual licence renewal ensure that the facilities are operated and maintained in accordance with the Regulation.

MCCR also enforces the Boiler and Pressure Vessel Act R.S.O. 1980, which requires that the design for all propane containers or tanks be submitted to the Pressure Vessels Safety Branch for approval. Where a standard form of pressure vessel is to be constructed, the design can be registered and it is not necessary to make an application for each and every tank. Boiler and Pressure Vessel inspectors inspect the tanks at periodic intervals (approximately once every three years).

### Local Municipality

The local municipality is also able to regulate the location of propane fuelling facilities through its powers under The Planning Act 1983, the Building Code Act R.S.O. 1980, and to a limited extent, the Municipal Act R.S.O. 1980. However, unlike MCCR which regulates the safety aspects of the facility, the municipality is confined to governing matters related to planning, building, and firefighting. Therefore, the role of the municipality in regulating propane fuelling facilities involves ensuring that the facility is:

- . located and sited to minimize disruption to existing uses and is in keeping with standards set for the community;
  - . in conformity with MCCR requirements and building code requirements;
  - . sited to provide reasonable access for emergency vehicles.
  - . Municipality can regulate location through planning. Pursuant to The Planning Act 1983, a municipality can control the location of a propane facility through the use of various planning tools including the official plan, zoning bylaws, and site plan control. Each of these tools can play a part in regulating the location and siting of propane fuelling facilities.
- a) The Official Plan for a municipality can, and likely will, remain silent on the issue of propane itself. However, the Official Plan can indicate the appropriate locations of service stations at which gasoline and/or other motor vehicle fuels can be sold to the public. The permitted locations for service stations will be set out in the text and schedules of the Official Plan. An amendment to the Official Plan may be necessary where a propane fuelling facility is associated with a service station being located on a site previously designated for some other purpose.
- b) The zoning bylaw which implements the Official Plan, can be more specific in controlling the location of propane fuelling facilities. The zoning bylaw can indicate the provisions for the location of propane fuelling facilities in municipalities. The zoning bylaw can also establish setback standards for propane tanks and associated dispensing equipment. Amendments to the current zoning bylaw may therefore be necessary to permit and control the location of retail propane fuelling facilities.



- c) The siting of a propane fuelling facility may also be controlled through site plan control. To exercise this control under the new Planning Act the municipality must have a policy in the Official Plan designating specified areas subject to site plan control. Where service stations are covered by site plan control, the municipality can require that the proponent obtain approval of a site plan showing the location of all buildings and structures associated with the use and to enter into a site plan agreement to provide required facilities and maintain them.

Regulation of a propane fuelling facility by a municipality must be based on land use planning criteria such as social or economic impact and land use compatibility. Setbacks may be established for a purpose within the municipal sphere of authority but must not conflict with safety setback requirements of MCCR. Planning decisions should also take into account the comments of the fire department. As with all municipal planning decisions, municipal regulation of propane may be appealed to the Ontario Municipal Board.

- . Limited power under Building Code. The powers of the municipality are limited in dealing with the siting of a propane facility under the Building Code Act R.S.O. 1980. It is beyond the jurisdiction of the municipality to superimpose additional conditions over and above MCCR which regulates structural components in Ontario Regulation 825/82. Therefore, the approval power of the building department is confined to issuing a building permit when planning approvals have been given and inspection when the building is completed.
- . Municipal Act R.S.O. 1980 regulates service stations. The municipality has the power to limit the number of gasoline service stations and licence and regulate owners and keepers of automobile service stations. The Municipal Act also gives the municipality power to regulate the storage of combustible, flammable or explosive substances which could include propane. This power overlaps with the power of MCCR to regulate storage of propane. However, MCCR has assumed responsibility for governing this area. Furthermore, the provincial regulations take precedence where the municipality and province attempt to regulate the same thing.

### Ontario Ministry of Transportation and Communications

The Ontario Ministry of Transportation and Communications (MTC) is empowered under the Public Transportation and Highway Improvement Act R.S.O. 1980, to regulate the location of fuel pumps, signs, and other structures in relation to provincial highways and highway intersections. Approval from the Ministry is required whenever a propane fuelling facility is to be located adjacent to a provincial highway. A permit will be issued upon satisfaction of the setback criteria. The more stringent requirements of MTC and MCCR must be observed. The Minister may require removal of any structure which contravenes the Act.

### Ontario Ministry of the Environment

The Environmental Protection Act R.S.O. 1980, is administered by the Ontario Ministry of the Environment (MOE). The Act contains provisions that could be invoked against the owner of a propane facility if noise, vibrations, or odour exceed specified limits. MOE is not involved in the approval of a propane fuelling facility and would only become involved if complaints to MOE were made about an operating station.

### Office of the Fire Marshal

The Fire Marshal's Act R.S.O. 1980, empowers the Fire Marshal to regulate the handling and storage of flammable liquids or gases. This power overlaps with that of the Energy Act as implemented by MCCR. However, to date, MCCR has assumed responsibility in this area. The Fire Marshals Act also requires the Fire Marshal to provide training and assistance to municipal fire departments in controlling all types of fire.

Two additional agencies, the Ontario Ministry of Energy and the Canadian Gas Association, have an interest in the use and safe handling of propane although neither is involved in the approval process.

### Ontario Ministry of Energy

The Ontario Ministry of Energy is responsible for reviewing energy matters on a continuing basis and coordinating the energy-related activities of other provincial government agencies. Of particular interest to the Ministry of Energy is encouraging the appropriate use of alternative energy sources to lessen Ontario's dependence on conventional fuel oils.

### Canadian Gas Association

The Canadian Gas Association prepares and revises the "Installation Code for Propane Burning Appliances and Equipment" known by its number, B149.2-M80. The Code outlines minimum standards and essential requirements for the safe use, handling, and storage of gas.

The standards are developed by a committee comprising representatives of the propane industry, appliance and equipment manufacturers, various public agencies, and other interested and affected agencies. The Code has no legal force as it is prepared solely as a compendium of recommended standards to be adhered to on a voluntary basis.

Each province in Canada uses this Code to devise its own regulations for the use of propane. As mentioned earlier the Fuels Safety Branch of MCCR is responsible for developing provincial regulations in Ontario. Ontario Regulation 825/82 adopts the B149.2-M80 Code with numerous amendments which make the Regulation more stringent than the Canadian Gas Association Code.

Anyone desiring changes to the Regulation can approach MCCR with their concerns or suggestions. MCCR will review the concerns, and if warranted, forward them to the Canadian Gas Association for further consideration. These suggestions could lead to revisions in the Code and/or the Provincial Regulation.

APPROVAL PROCESS

OFFICIAL PLAN OR ZONING BYLAW

AMENDMENT

Where an amendment is required, to be done prior to submitting application

RIGHTS OF APPEAL

Applicant may appeal a planning decision to the Ontario Municipal Board if the application is turned down, not approved within 30 days, or proponent not satisfied with site plan conditions. Any decision under Ontario Regulation 825/82 can be appealed to the Ministry of Consumer and Commercial Relations

<u>1. PREAPPLICATION</u>	<u>2. SUBMISSION TO PROVINCIAL AGENCIES</u>	<u>3. SUBMISSION TO MUNICIPALITY</u>	<u>5. MUNICIPAL APPROVAL</u>	<u>6. INSPECTION AND MAINTENANCE</u>
Proponent meets with municipal planning department, municipality details requirements. Proponent Contacts Ministry of Consumer and Commercial Relations for siting requirements, and obtains applications forms.	Ontario Ministry of Consumer and Commercial Relations receives and reviews applications against Regulations, and stamp drawings approved, subject to Municipal Approval.	Proponent submits following to Municipal Planning Dept. or Clerks Office: required number of site plans with Ministry of Consumer and Commercial Relations stamp of approval; processing fees if required.	Planning Dept. approves if plan complies with planning controls. Building Dept. issues Building permit. Fire Dept. assesses access to the facility and its ability to fight a propane fire.	Ontario Ministry of Consumer and Commercial Relations conducts after installation inspection, grants transfer licence and conducts spot checks, and renews licence annually.
Proponent contacts Ministry of Transportation and Communications to determine if a Sign and Building Permit is required, and obtains application form.	Ontario Ministry of Transportation and Communications reviews for conformity to setback standards where adjacent to a provincial highway and issues a Sign and Building Permit.	<u>4. EVALUATION BY MUNICIPALITY</u>  Review by Building Dept. for Building permit.  Review by Fire Dept. to assess fire equipment needs.  Review by Planning Dept. to assess compliance with official plan and/or zoning.	Municipal building inspector and bylaw enforcement officer monitor for continued compliance with Regulations, zoning by laws and site plan control agreement.	Municipal building inspector and bylaw enforcement officer monitor for continued compliance with Regulations, zoning by laws and site plan control agreement.
				Ontario Ministry of Transportation and Communication monitors facilities as part of routine highway inspection.

## THE APPROVAL PROCESS

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There are six basic steps from preparation of an application to approval of a propane fuelling facility. The proponent of a facility has various rights to appeal decisions made by the approving authorities. Once a facility has been approved and established, regulations and inspections ensure that the facility is properly operated and maintained.

### 1. Preapplication

The applicant should prepare a preliminary sketch of the proposed installation showing its proposed size and location on the proposed site together with an accurate description of any proposed propane storage and filling equipment. This drawing should then be used for reference purposes in contacting the following agencies (prior to preparing or submitting any necessary formal applications) and obtaining the information indicated below:

#### Meeting with Municipality

The proponent should meet with municipal officials for preliminary discussion of the following items:

- . conformity to zoning by-laws or official plans;
- . site plan requirements;
- . the steps to be followed to obtain municipal approvals;
- . municipal information requirements;
- . required fees for processing, if any.

The proponent should also determine, where relevant, if there are any requirements for approvals by the Regional or County Road Authority

It is a requirement of MCCR that the proponent provide proof that the Municipality is aware of the proposed facility prior to installation. MCCR will not process a site plan unless a letter from the Municipality is provided stating that the Municipality is aware of the proponent's proposal. Arrangements to obtain this letter should be made at this time.

#### Meeting with Ministry of Transportation and Communications

The proponent should contact the Ministry of Transportation and Communications to:

- . determine if a Sign and Building Permit is required;
- . obtain information on signs and building setback requirements, and fees required;
- . obtain necessary application forms.



### Meeting with Ministry of Consumer and Commercial Relations

The proponent should contact the Fuels Safety Branch of the Ministry of Consumer and Commercial Relations to:

- . obtain information on current site regulations and fees
- . obtain necessary application forms.

### Meeting with Regional or County Road Authority

- . If approval of a senior road authority was identified during discussion with the municipality, the proponent should meet with the authority to determine its requirements.

If the propane facility is not permitted by the existing official plan or zoning bylaws, the necessary amendments should be sought prior to seeking approval for the facility.

## 2. Submission to Provincial Agencies

### (a) Ministry of Consumer and Commercial Relations

The proponent should submit the following items to the Fuels Safety Branch of the Ministry of Consumer and Commercial Relations:

- . three copies of the site plan for the proposed facility;
- . fees required for application processing;
- . application for a licence to operate the facility;
- . a letter from the Municipality stating that the Municipality is aware of the proposed facility. (MCCR will not process a site plan without this letter).

Section 3 of Ontario Regulations 825/82 specifies the content of the site plans as follows:

"(1) Before construction of, alteration to or addition to a filling plant or cylinder handling facility is begun, plans, drawn to scale, shall be submitted to the Director in triplicate together with the completed application for a licence and the required fee, showing,

- (a) the location of each storage tank, cylinder storage facility or other propane handling facility within the filling plant or cylinder handling facility;
- (b) the distance from each storage tank or cylinder storage facility to,
  - (i) the property lines of the plant or facility,
  - (ii) each building located within the property lines of the plant or facility,
  - (iii) each building located on adjacent property that is within 400 feet (120M) of the property lines of the plant or facility;



- (c) the location of any other flammable or combustible product storage facility; and
  - (d) the USWG capacity of each storage tank in the filling plant.
- (2) No person shall construct, alter or add to the storage or handling facilities of a filling plant or cylinder handling facility until the plans submitted under subsection (1) have been accepted by the Director.  
O. Reg. 825/82, s.3."

The Fuels Safety Branch will review the plan to ensure compliance to Ontario Regulation 825/82 in the following areas:

fuel dispensing tank is properly supported;  
adequate separation between the tank and other tanks (propane and others), buildings, walls, ditches, open flames and drainage basins;  
protection provided for tank by guardrails or fences;  
adequate separation of a remote dispensing device from buildings and other dispensing devices;  
various other features related to the safe installation and operation of the facility.

The design of the tanks themselves should already have received approval under the Boiler and Pressure Vessels Act.

Approval of the site plan. MCCR will indicate its safety approval of a plan with a stamp which notes the date of approval, MCCR comments, a signature of the person approving the plan, and conditions which must be met prior to granting a Transfer Licence. The conditions of approval include:

conformity to municipal planning standards;  
where necessary, MTC approval (See below).

b. Ministry of Transportation and Communications Approval

If the facility is to be located adjacent to a provincial highway, the proponent must obtain a Sign and Building Permit from the Ministry of Transportation and Communications (MTC). One copy of the site plan, along with an application form and required fees are submitted to the Ministry. MTC will review the site plan to ensure that:

pumps or other structures meet setback requirements from an intersection as set out in the Public Transportation and Highway Improvements Act R.S.O. 1980;  
any sign(s) associated with the station also meet setback requirements.

Where a plan conforms to MTC standards, the Ministry will issue a permit which it will forward to the municipality.

After receiving the MTC permit (if required) and MCCR conditional site plan approval, the proponent can now submit the site plan for municipal approval.

### 3. Submission to Municipality

The proponent should submit the following items to the municipal planning department, or, where there is no planning department, to the municipal clerk's office:

- . the required number of copies of the MCCR conditionally approved site plan;
- . municipal fees for processing the application, if any.

The municipal planning department or clerk's office will coordinate the circulation of the plans and their review.

### 4. Evaluation by Municipality

- . Municipal building department will review the plan to determine the type of footings or other requirements (e.g. pads) to be used for tank support as required by MCCR. The building department will issue a building permit prior to construction.
- . Local fire department will review the plan for:
  - reasonable access to tanks and accessory equipment for fire-fighting purposes;
  - possible interaction of propane facility with surrounding materials to assess particular fire-fighting needs.

The local fire department will also assess its own capacity to deal with any fire associated with propane and/or its tanks and identify any need for additional fire-fighting equipment. The comments of the fire department will then be forwarded to the planning department.

Municipal planning department will review the plan according to municipal land use planning standards and policies to determine the impact of the facility on the surrounding community. Included in this planning review will be an assessment of:

- access to site and effect on local traffic patterns;
- space available for internal traffic movement;
- effect of any necessary grading or drainage;
- visual impact of the tank itself depending on whether it is to be horizontally or vertically situated and any proposed advertising;
- location in terms of any additional noise created by engines idling, door closings, restarting or actual refuelling.

Many County and Regional Road authorities have set-back requirements similar to the Ministry of Transportation and Communications for facilities adjacent to roads under their authority. At the time the proponent submits the approval to the municipality, he should also submit a site plan to the Road Authority.

The Planning/Clerk's Department will review the response of each department.

## 5. Municipal Approval

### Approval of planning matters.

Depending on the planning controls the municipality has chosen to use to regulate the location of propane facilities the facility will be permitted once:

the Official Plan amendment, where required, is adopted by the municipality and approved by the Minister of Municipal Affairs and Housing or approved by Regional government where this authority has been delegated by the Minister;

the zoning bylaw amendment is approved where an amendment is required to permit a propane facility in the municipality and/or in a particular location;

the site plan has received approval under site plan control and an agreement is signed by the service station owner and the municipality;

Approval of the municipal planning matters will be contingent upon comments from the fire department that the site plan meets access requirements.

When all approvals have been given, the municipality will issue a building permit. After construction is finished, MCCR inspect the installation and will grant a Transfer Licence if the site passes inspection. The proponent is then legally entitled to operate a propane fuelling facility in conformity with approved plans.

## 6. Maintenance and Inspection

There are provisions made through each of the Acts and Regulations to ensure proper operation and maintenance of a propane fuelling facility once it is established.

Ontario Ministry of Consumer and Commercial Relations . MCCR monitors the operation and maintenance of a propane fuelling facility in four ways:

- Field inspectors inspect the site subsequent to construction to ensure conformity to approved site plan and conduct spot checks annually;

- Supplier of fuel is prohibited from refilling tanks unless the tanks and accessory equipment comply with the Regulation;
- Operator of facility is required by the Regulation to ensure all equipment is properly maintained;
- Owner of facility is required to conduct an annual inspection and submit a report to MCCR.

The annual licence renewal requirement also affords MCCR a measure of control in deciding whether or not to reissue one.

Municipality

- . Municipal monitoring of the propane fuelling facility will be carried out by the building inspector and bylaw enforcement officer.
  - Building inspector can review site for continued compliance with the building permit specifications.
  - Bylaw enforcement officer can inspect to ensure that zoning bylaws and site plan agreements, where applicable, are properly implemented and maintained.

Ontario Ministry  
of Transportation  
and  
Communications

- . The Ministry is empowered to have any building or structure which does not conform to its setback requirements removed.

Federal  
Department of  
Consumer and  
Corporate Affairs

- . An annual inspection of the meters associated with propane fuelling facilities is carried out by the Weights and Measures Branch to ensure compliance with approval given at initial factory inspection.

Ontario Hydro

- . Electrical inspectors carry out a post-installation inspection to ensure compliance with requirements of the Power Corporation Act R.S.O. 1980, Electrical Safety Code.

### Rights of Appeal

There are rights of appeal provided through both The Planning Act and The Energy Act for relief from a decision by the municipality or MCCR.

- . The Planning Act 1983. Relief from a decision regarding an official plan amendment is available through section 22 (1) of the Act where an application is refused or no decision is made within 30 days of the application. A similar right of appeal for a zoning bylaw amendment is available through section 34 (11). Relief from a decision made by the municipality under site plan control is available through section 40 (12) of the Act where an application for approval is refused, not dealt with in 30 days or where the applicant is not satisfied with site plan requirements. An appeal on any of these matters is made to the Ontario Municipal Board.
- . The Energy Act, 1971. Any decision made pursuant to the Energy Act can be appealed through section 8 (8) of the Act. This would apply to all decisions made under Ontario Regulation 825/82. Appeals under the Act are made to the Director of the Fuels Safety Branch of MCCR.





LIST OF AGENCIES TO CONTACT

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Ontario Ministry of Consumer and Commercial Relations

Fuels Safety Branch	(416)	239-1279
Boiler and Pressure Vessel Inspection		
Toronto East	(416)	239-7796
Toronto West	(416)	239-7796
Eastern Ontario	(613)	542-9049
Southwestern Ontario	(416)	521-7560
Western Ontario	(519)	744-8101

Municipality

Planning Department	See local directory
Building Department	See local directory
Fire Department	See local directory

Ontario Ministry of Transportation and Communications

Signs and Building Permits		
Head Office, Toronto	(416)	248-3235
(Consult local directory for local Ministry of Transportation and Communication District Offices)		

Ontario Ministry of the Environment

Environmental Approvals Branch	(416)	965-6421
<u>Office of the Fire Marshal</u>	(416)	965-4852

Canadian Gas Association

Secretary, B149 Committee	(416)	447-6465
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Ontario Ministry of Energy

Transportation Energy	(416)	965-0763
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Department of Consumer  
and Corporate Affairs

Weights and Measures	(416)	445-4130
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Ontario Hydro

Electrical Inspection	(416)	592-3721
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LIST OF PERTINENT ACTS, REGULATIONS AND STANDARDS

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The Planning Act 1983  
The Environmental Protection Act R.S.O. 1980  
The Public Transportation and Highway Improvement Act  
R.S.O, 1980  
The Boiler and Pressure Vessel Act R.S.O. 1980  
The Energy Act. R.S.O. 1980  
The Gasoline Handling Act. R.S.O. 1970  
The Fire Marshals Act R.S.O. 1980  
Ontario Regulation 825/82 Propane Storage, Handling and  
Utilization Code  
The Municipal Act R.S.O. 1980  
The Building Code Act R.S.O 1980  
Installation Code for Propane Burning Appliances and  
Equipment, B149.2-M80\*  
The Weights and Measures Act 1979 (Federal)  
The Power Corporation Act R.S.O. 1980

\* Holds no force in law but is used as a basis for developing provincial standards.



## APPLICATION FORMS

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Facsimiles of these application forms appear on the following pages:

### Ministry of Consumer and Commercial Relations

- Transfer Licence
- P3 Operators Certificate

### Ministry of Transportation and Communications

- Signs and Building permit







Fuels	Direction de
Safety	la sûreté des
Branch	combustibles

**Application For A Filling Plant Licence To Transfer Propane**  
***Demande de permis pour une station de remplissage en vue du transport du propane***

Check ( ☒ ) applicable business  
Cocher ( ☒ ) la case appropriée

☐ New  
Nouveau

☐ Additional Storage  
Entreposage supplémentaire

☐ Alterations  
Modifications

*Le fait de ne pas remplir en entier ce formulaire peut entraîner le refus de la demande.  
Une fausse déclaration peut entraîner une amende*

**Ministry of Consumer and Commercial Relations**  
**Fuels Safety Branch**  
**3300 Bloor Street West - 4th Floor**  
**Toronto, Ontario M8X 2X4**

Ministère de la Consommation et du Commerce  
Direction de la sûreté des combustibles  
3300, rue Bloor ouest - 4<sup>e</sup> étage  
Toronto (Ontario) M8X 2X4

The undersigned applies to the Ministry for a Licence under the Energy Act.  
Le soussigné demande au ministère la délivrance d'un permis en vertu de la Loi sur l'Energie

Firm - Given Name or Initials Initiales de l'entreprise										Firm Name / Nom de l'entreprise									
43										52									
Firm Name Continued / Nom de l'entreprise (suite)																			
18																			
Area Code Ind. Reg.										Telephone No. / N° de téléphone									
47 48										50 51 52 53 56									
Street No. / Rue n°										Street Name, P.O.Box No., etc. / Nom de la rue, n° de la boîte postale, etc.									
10 14										15									
Town / City or Township / County / Ville ou canton / comté										Province / Province									
46										71									
Postal Code / Code postal																			
72 74 76 77 78																			

## Filling Plant Information / Renseignements relatifs à la station de remplissage

**Location / Emplacement**  
 Street No. / Rue n° 14 15 Street Name, Lot Concession No. / Nom de la rue, n° lot / concession, 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

**D** Town City or Township 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 8

*Annexer une feuille supplémentaire au besoin.*

**La loi vous oblige à aviser la Direction de la sûreté des combustibles de toute modification de ces renseignements.**

Edited by: _____		
Key punched by: _____		
Day	Month	Year
11	11	1961





Ontario

Ministry of  
Consumer and  
Commercial  
RelationsMinistère de la  
Consommation  
et du  
CommerceFuels  
Safety  
BranchDirection de  
la sûreté des  
combustibles**Application For Certification As A  
Demande d'attestation comme**

2	3	4	Application no.	9	Trans	11
X	Y					

**For Office Use Only****À l'usage du bureau**

A	Category	15	Mail	16	County	18	Deposit No.	22	Date paid	25	Day	Month	Year	28	P/F	29	Exam date	30	Day	Month	Year	35	Rewrite date	36	Day	Month	Year	41
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Please print firmly with a ball point pen.  
Failure to fully complete this form may result  
in rejection.  
The penalty for making a false statement may result  
in a fine.

Écrire fermement en caractères d'imprimerie  
avec un stylo à bille.  
Le fait de ne pas remplir en entier ce formulaire  
peut entraîner le refus de la demande.  
Une fausse déclaration peut entraîner une amende.

Fee \$21.00  
(non refundable)

Make certified cheque or money order  
payable to the **Treasurer of Ontario**

**Droits**  
(non remboursables) \$21.00

Faire un chèque certifié ou un mandat  
à l'ordre du **Tresorier de l'Ontario**.

Mail payment along with this application to:  
Direct inquiries to:

Adresser votre paiement et cette demande  
au:  
Envoyer vos demandes de renseignements  
au:

**Ministry of Consumer and Commercial Relations  
Fuels Safety Branch  
3300 Bloor Street West - 4th Floor  
Toronto, Ontario M8X 2X4**

**Ministère de la Consommation et du Commerce  
Direction de la sûreté des combustibles  
3300, rue Bloor ouest - 4<sup>e</sup> étage  
Toronto (Ontario) M8X 2X4**

**The undersigned applies to the Ministry for a Certificate under the Energy Act  
Le soussigné demande au ministère la délivrance d'un certificat d'attestation en vertu de la Loi sur l'Énergie**

B	Initials	12	14	Surname / Nom de famille	15	Date of birth	13	Day	34	Month	mois	Year	35	Male/Homme	Female/Femme
	Given names / Prénoms	40	55	Area Code	54	Ind. Rég.	56	Telephone No. / N° de téléphone	39	61	62	95			

C	12	35	36	56	Postal Code / Code postal	37	38	39	40
D	12	35	36	38	39	40			

Social Insurance No. / No. d'assurance sociale

42	44	45	47	48	50
----	----	----	----	----	----

**Employed by / Employé(e) par**

Name of Business / Nom de l'entreprise	
Street No. / Rue n°	Street name or lot & concession number / Nom de la rue, no. lot/concession
City/Town or Township / Ville ou canton	Postal Code / Code postal

Are you self-employed?  
Êtes-vous un travailleur autonome? ☐ Yes Oui ☐ No Non

If "yes", are you a registered contractor?  
Dans l'affirmative, êtes-vous un entrepreneur enregistré? ☐ Yes Oui ☐ No Non If "yes" Si "oui"

Have you been gainfully employed for at least 2 years as an:  
Avez-vous exercé un emploi rémunéré pendant au moins deux ans en qualité de:

—oil burner mechanic?  
—mécanicien de brûleurs à l'huile? ☐ Yes Oui ☐ No Non  
—gas fitter  
—monteur d'installations au gaz? ☐ Yes Oui ☐ No Non

If "yes", proof of experience from  
your employer should be attached

Si "oui", inclure une preuve d'expérience  
de votre employeur

Do you hold any other oil, gas or propane certificate?  
Détenez-vous un autre certificat (huile, gaz ou propane)? ☐ Yes Oui ☐ No Non

Certificate number / Numéro du certificat

--	--	--	--	--	--	--	--	--	--

Outline experience on reverse side of this application giving full details of employment including dates and names of employers  
Donnez un résumé de votre expérience au verso de la présente demande en indiquant tous les détails de vos emplois, leurs dates ainsi que les noms des employeurs.

I certify the above information is true.  
Je certifie que les renseignements sont véridiques.

Signature

Date			
Day	Month	Year	
jour	mois	année	

Edited by

Keypunched by

Day	Month	Year





## Ministry of Transportation and Communications

## APPLICATION FOR BUILDING AND LAND USE PERMIT

APPLICATION IS HEREBY MADE TO:

☐ ERECT ☐ ALTER ☐ REPAIR ☐ PLACE ☐ BUILDING ☐ STRUCTURE ☐ OTHER☐ USE THE LAND DESCRIBED BELOW FOR A \_\_\_\_\_

(SHOPPING CENTRE FAIR GROUND RACE TRACK STADIUM ETC.)

## LOCATION OF BUILDING LAND PLANTING STRUCTURE

ON PROPERTY OF (NAME OF OWNER): \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

LOT \_\_\_\_\_

NO./CON \_\_\_\_\_

PLAN NO.

OR SECTION \_\_\_\_\_

TOWNSHIP OR

CITY \_\_\_\_\_

COUNTRY DIST.

REG. MUN. \_\_\_\_\_

ON THE \_\_\_\_\_

SIDE OF HWY \_\_\_\_\_

ABOUT \_\_\_\_\_

KILOMETRES, MILES \_\_\_\_\_

OF \_\_\_\_\_

N SEW

N SEW

## DESCRIPTION OF BUILDING STRUCTURE PLANTING POWER LINE:

COST OF ALTERATIONS \_\_\_\_\_

APPROX. TOTAL VALUE \_\_\_\_\_

SIZE \_\_\_\_\_

PARKING AREA AVAILABLE \_\_\_\_\_

DISTANCE FROM HWY PROPERTY  
LINE/CENTRE LINE \_\_\_\_\_

(METRES/FEET)

CLEAR VISION AT  
ENTRANCE TO HWY. \_\_\_\_\_

(METRES/ FEET)

(METRES/FEET)

(SQUARE METRES/SQUARE FEET)  
NAME & LOCATION OF NEAREST PUBLIC  
ROAD INTERSECTING HWY. \_\_\_\_\_

A DETAILED PLAN SHOWING LOCATION OF BUILDING, ADDITION, HIGHWAY, ROAD, ENTRANCE ETC. MUST ACCOMPANY EACH APPLICATION

INDICATE WHICH OF THE FOLLOWING IS REQUIRED/WILL BE AFFECTED, IF ANY: ☐ DRAINAGE☐ GRAVEL ENTRANCE☐ PAVED ENTRANCE☐ CULVERT/PIPE☐ OTHER ITEMS \_\_\_\_\_

(NAME OF ITEM)

THE AREA TO WHICH THIS APPLICATION APPLIES IS ZONED FOR \_\_\_\_\_

THIS PROPOSED BUILDING ETC. WILL COMPLY WITH THE ZONING REGULATIONS ☐

(RESIDENTIAL COMMERCIAL ETC.)

A PERMIT WILL NOT BE ISSUED FOR A BUILDING OR OTHER DEVELOPMENT THAT DOES NOT COMPLY WITH THE LOCAL ZONING REGULATIONS. It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned, that work must not begin before a permit has been issued by the Ministry. The issue of a permit by the Ministry does not relieve the holder of the responsibility of complying with relevant Municipal by-laws. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs executors, administrators, successors and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless Her Majesty the Queen, represented by the Minister of Transportation and Communications from and against all loss, cost, damages, expenses, claims and demands whatsoever to which Her Majesty may be put or which She may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

A FEE IN THE AMOUNT OF \$ \_\_\_\_\_ IS ENCLOSED, MADE PAYABLE TO THE TREASURER OF ONTARIO:

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

The signature of the registered owner or of his authorized agent must be affixed to each application.

## APPLICANT'S COPY

DO NOT WRITE BEYOND THIS LINE

DIST.: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ DATE \_\_\_\_\_

H.D.A. or REP.'S SIG. \_\_\_\_\_

APP. REF. NO: BL \_\_\_\_\_

FEE REC'D. \_\_\_\_\_

DIST. INSP. of SIGN. &amp; BLDG. ACTION: \_\_\_\_\_

DATE \_\_\_\_\_

☐ APPROVED ☐ NOT APPROVED ☐ REF. TO DIST. ENG.

HIGHWAY NO.: \_\_\_\_\_ IS A CLASS \_\_\_\_\_ TYPE HIGHWAY

SIG. OF DIST. INSP.: \_\_\_\_\_

PERMIT NO.: \_\_\_\_\_

DIST. ENG. ACTION:

☐ APPROVED ☐ NOT APPROVED ☐ REF. TO REG. DIR.

SIG. OF DIST. ENG.: \_\_\_\_\_

ACTION ON APPLICATION: ☐ APPROVED ☐ NOT APPROVED

SIG. OF REG.

DIR. OR REP. \_\_\_\_\_

DATE \_\_\_\_\_

REMARKS/SPECIAL CONDITIONS \_\_\_\_\_

Ministry of  
Transportation and  
Communications

Ontario

BUILDING AND LAND USE PERMIT  
NO:☐ CONTROLLED ACCESS☐ NOT CONTROLLED ACCESS

THIS PERMIT ISSUED TO:

ADDRESS:

FOR A BUILDING, PLANTING, OR DEVELOPMENT:

SUPPLEMENTARY CONDITIONS/IF ANY

LOT NO./CON

PLAN NO./SECTION

TOWNSHIP/CITY

COUNTY DISTRICT/REGIONAL MUNIC

HIGHWAY NO

SIZE OR EXTENT  
OF BLDG ETCMINIMUM DISTANCE FROM PROPERTY  
LINE/CENTRE LINE OF HWY.

ENTRANCE STANDARD

SUCH ENTRANCE SHALL NOT BE USED AS A MEANS OF ACCESS TO ANY TYPE OF ESTABLISHMENT OTHER THAN THAT DESCRIBED HEREIN.

TO BE ☐ CONSTRUCTED ☐ ALTERED ☐ USED TEMPORARILY APPROVED MATERIAL

APPLICATION REF. NO: BL \_\_\_\_\_

EXPIRY DATE \_\_\_\_\_

FEE OF \$ \_\_\_\_\_

PAID

THIS PERMIT IS ISSUED UNDER THE AUTHORITY VESTED IN THE MINISTER BY THE PUBLIC TRANSPORTATION AND HIGHWAY IMPROVEMENT ACT AND THE REGULATIONS PURSUANT THERE TO IS SUBJECT TO THE CONDITIONS ON THE BACK HEREOF

DATED AT \_\_\_\_\_

THIS \_\_\_\_\_

DAY OF \_\_\_\_\_

19 \_\_\_\_\_

COUNTERSIGNED \_\_\_\_\_

(DISTRICT ENGINEER)

MINISTER OF TRANSPORTATION AND COMMUNICATIONS

APPLICANT





Physical Properties of Propane Gas

Kilograms/litre.....	0.51
Cubic meters of gas from 1 kg of liquid*.....	0.53
Cubic meters of gas from 1 l of liquid*.....	0.265
kJ/cubic meter.....	93,800
kJ/kilogram.....	49,700
kJ/litre.....	24,700
Dewpoint in Degrees C .....	-42
Relative density of vapour (air = 1.0).....	1.52
Relative density of liquid (water = 1.0).....	0.51
Vapor Pressure, kPa at -18°C.....	162
Vapor Pressure, kPa at 21°C.....	754
Vapor Pressure, kPa at 38°C.....	1,186

Comparative Energy Content

	kilojoules	
	per litre	per kilogram
Propane.....	24,700	49,700
Gasoline.....	34,700	47,700

\*measured at 15.5°C



Copies available free of charge from the Ontario  
Ministry of Government Services, Publications Services  
Section, 5th floor, 880 Bay St., Toronto, Ont. M7A  
1N8. Tel. 965-6015. Toll free long distance  
1-800-268-7540; in Northwestern Ontario 0-Zenith  
67200.

